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Contracting

**PREPARATION AND USE OF
30 SW FORM 5585 PURCHASE REQUEST
COORDINATION CHECKLIST**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures to use when preparing AF Form 9, **Purchase Request (PR)**, for coordination and processing. It requires the initiator to prepare a 30th Space Wing (30 SW) Form 5585, **Purchase Request Coordination Checklist**, to coordinate with appropriate activities associated with the purchase of commodities or services for use by 30 SW, its contractors, and affected tenant organizations. This instruction applies to all 30 SW units and affected tenant organizations initiating purchase requests. "The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, Volume 8, *The Air Force Publications and Forms Management - Developing and Processing Forms*, affects this publication."

SUMMARY OF REVISIONS

Flights within the Contracting Squadron are reorganized and renamed to align with SAF/AQC models, and their responsibilities are more fully detailed. References to the obsolete 30 SWPAM64-1 are deleted. A bar (|) indicates a revision from the previous edition.

1. Responsibilities:

- 1.1. The Commander, 30th Contracting Squadron (30 CONS/CC) Bldg. 7015, Section 2C, 806 13th Street, Vandenberg AFB CA 93437-5226, is responsible for all contracting functions of the 30 SW.
- 1.2. The Base Operating Support Flight Chief (30 CONS/LGCV), Bldg. 7015, Section 2C, 806 13th Street, Vandenberg AFB CA 93437-5226, is responsible for acquiring and administering service and supply contracts in support of 30 SW and VAFB tenant units. The Flight is also responsible for A-76 outsourcing acquisitions and administration.
- 1.3. The Base Infrastructure Flight Chief (30 CONS/LGCC), Bldg. 7015, Section 2A, 806 13th Street, Vandenberg AFB CA 93437-5226, is responsible for acquiring and administering all construction and related contracts. These contracts include large contracts, simplified base engineering

requirements (SABER), architect-engineer (A-E) contracts, and IDIQ contracts for roofing, paving, and A-E services.

1.4. The Launch Support Flight Chief (30 CONS/LGCX), Bldg. 7015, Section 2C, 806 13th Street, Vandenberg AFB CA 93437-5226, is responsible for acquiring and administering all service contracts that are beyond those of an operational nature. These contracts include center technical support, launch base support, launch services support, IV & V, ground safety and flight safety, and Wing environmental services. In addition, this flight is responsible for providing contract administrative service (CAS) support to all major government programs/contracts using the Western Range for their space system related missions.

1.5. The Plans and Programs Flight Chief (30 CONS/LGCW), Bldg. 7015, Section 2D, 806 13th Street, Vandenberg AFB CA 93437-5226, is responsible for managing the Base Contract Automated System (BCAS), providing policy and pricing assistance, directing local planning, development, enhancement, and operation of computer and miscellaneous office automation, and performing quality control of documentation for the contracting squadron.

2. Policy. This instruction prescribes the use of 30 SW Form 5585, together with the AF Form 9 when requesting the local purchase of supplies and services for Vandenberg AFB.

3. Processing 30 SW Form 5585.

3.1. Attachments. The type of acquisition will determine what attachments are necessary and dictate what coordination will be required. For modifications to existing contracts, contact the cognizant contracting officer for guidance. For new acquisitions, contact 30 CONS/LGCWP for guidance.

3.2. Coordination. The type of acquisition and the attachments will determine to what extent coordination is required. Contact the cognizant contracting officer or 30 CONS/LGCWP for guidance

4. Funding. Increases or decreases in funds are accomplished by a PR amendment prior to contract award. Increases or decreases after award requires the submission of a new PR. Use only those coordinations that apply to funding of the acquisition.

5. Changes to Purchase Requests (PR). Use 30 SW Form 5585 to process all changes to a PR. Changes shall be coordinated in the same manner as the basic PR package.

6. Shipping to a Contractor. When shipping equipment to a contractor, ensure DD Form 1149, Requisition and Invoice/Shipping Document, accompanies the 30 SW Form 5585. Use only the coordination that would apply for shipment of equipment.

7. Forms Prescribed. 30 SW Form 5585, **Purchase Request Coordination Checklist.**

PAUL W. CURTIS, Colonel, USAF
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